



City of Gatlinburg
Sign Permit Request

☐ New Sign ☐ Sign Rework ☐ Sign Relocation

1. Applicant: _____

Phone: _____

Mailing Address: _____

Email: _____

2. Property Owner: _____

Phone: _____

Mailing Address: _____

3. Lessee/Renter: _____

Phone: _____

Mailing Address: _____

4. Architect/Sign Maker: _____

Phone: _____

Mailing Address: _____

5. Name of Business/Shop: _____

Location: _____

Is this business in a mall? ☐ Yes ☐ No

If yes, name of mall: _____ Shop # _____

6. Estimated Cost of Sign: _____

City Business License # _____

7. Request Description: _____

8. I have read the Gatlinburg Architectural Design Guidelines

☐ Yes ☐ No

(It is available at <http://gatlinburgtn.gov/pdf/planning/checklists/Gatlinburg-ARTECHGUIDELINES4-18-08.pdf>)

9. Please provide the following information on existing and proposed signs:

EXISTING SIGNAGE

Number of existing signs: _____

Dimensions &

Square feet
of each sign

Check appropriate items for each sign

Business	Incidental	Special Event	Site Development	Freestanding	Wall	Window	Projecting

_____ TOTAL SQUARE FOOTAGE

PROPOSED SIGNAGE

Number of proposed signs: _____

Dimensions &

Square feet
of each sign

Check appropriate items for each sign

Business	Incidental	Special Event	Site Development	Freestanding	Wall	Window	Projecting

_____ TOTAL SQUARE FOOTAGE

Applicant Review

- _____

1. Completed application

2. Scaled drawing showing square footage of each proposed sign.

3. Dimensions of each existing sign.

4. Description of materials and color scheme of each proposed sign.

5. Site plan/survey showing the location of each sign and distance from the property line (5 ft. minimum).

6. Photographs showing the location of each existing and/or proposed sign.

7. Sign height (25 ft. maximum).

8. Any electrical work must be inspected by the state and a copy of the inspection must be provided.

Staff Review

The above information is true and correct to the best of my knowledge.

Signature of Applicant _____ Date: _____